

ALL INSTRUMENTS unless otherwise specified (A.R.S. 11-475)

Requirements for Recording:

A.R.S. 11-480

1. Each instrument shall have a print size no smaller than 10-point type.
2. Each instrument shall be no smaller than 8-1/2" x 11" and no larger than 8-1/2" x 14".
3. Each instrument shall have at least ½ inch margin across the bottom. The first page shall have a top margin of at least 2 inches of vertical space from left to right and shall be reserved for recordation and return address information.

A.R.S. 11-1133

1. Document must have original signatures and notary seal, copies are not accepted.

A.R.S. 11-1134

1. Documents creating a transfer of ownership require either an Affidavit of Property Value or notation of applicable exemption code.

Flat Fee Rates

These fees apply whether documents are returned by mail or e-recorded, all other fees remain the same).

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|---|---------|
| 1. Each Deed that transfers, conveys or affects an interest in real property. (Additional \$2.00 for Affidavit of Property Value) | \$15.00 |
| 2. Each Deed of Trust or Mortgage | \$25.00 |
| 3. Each Release of Deed of Trust or Mortgage | \$10.00 |
| 4. All other documents are \$10.00 for the first five pages & \$1.00 for each subsequent page | |

Maximum charge with additional pages

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|--|----------|
| 1. Disclosure of Beneficiary | \$250.00 |
| 2. Multiple transactions in title on the same instrument | \$3.00 |
| 3. AFFIDAVIT OF VALUE: If required on conveyance of property
If Exempt, number of exemption must appear on face of Deed | \$3.00 |
| 4. Copies of Records (Per Page) | \$2.00 |
| 5. Certified Copies (Per Document) | \$1.00 |
| | \$3.00 |

Government & State Agencies

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|------------------------------------|--------|
| Each Additional page over Five (5) | \$8.00 |
| Certified (per document) | \$0.50 |
| | \$1.50 |

Military Discharge (A.R.S. 11-465)

No
Charge

UCC Filing

- | | |
|--|---------|
| UCC-1 Financing Statement | \$10.00 |
| 1. With real property | \$3.00 |
| 2. Continuation, Assignment, Amendment, or Termination (Additional \$3.00 for each indexing category over the first one) | \$10.00 |

Affidavit of Performance of Annual Labor

\$15.00

Surveys and Plats (Must be reproducible Mylar) 18' x 24' or 24' x 36'

- | | |
|-----------------------------------|---------|
| First sheet | \$24.00 |
| For each sheet after the first | \$20.00 |
| Government Agencies | |
| 1. First sheet | \$14.00 |
| 2. For each sheet after the first | \$10.00 |

Copies of Maps

- | | |
|-----------|--------|
| 18' x 24' | \$5.00 |
| 24' x 36' | \$7.00 |

Payment:

- Make checks payable to: Navajo County Recorder.
- \$35.00 will be charged on returned checks.
- Return postage is included in the base fee.
- Self-Addressed Stamped Envelopes are not required.
- The inclusion of a self-addressed envelope will not affect the base fee.
- Documents sent by mail must be mailed to the Holbrook Office.
 - Navajo County Recorder
 - P.O. Box 668
 - Holbrook, AZ 86025

Website:

- Only indexing is available online from 1989 to present; images and indexing are available from 1995 to present.
- **Documents prior to 1995 do not have images available online.**
- For directions on how to print an unofficial copy of a document [CLICK HERE](#)
- Official copies are available upon request. Please call our office at (928) 524-4194
- **Main County Website:** navajocountyaz.gov.